



LUIS S.N. REYES,
Superintendent of Education

**PERSONNEL SERVICES DIVISION
GUAM PUBLIC SCHOOL SYSTEM**

P.O. Box DE
Hagatna, Guam 96932
Tel: (671) 475-0495
Fax: (671) 477-0698



RAMON T. LIZAMA
Administrator

December 19, 2007

An Equal Opportunity Employer

ANNOUNCEMENT
~Continuous~

The **Guam Public School System** wishes to announce **OPEN/COMPETITIVE** and **PROMOTIONAL** examination for the following class of position to **ESTABLISH A LIST:**

ASSOCIATE SUPERINTENDENT (Vocational/Technical Education) (3.477)

INCENTIVE SALARY (Recruitment Difficulty and Retention):

Pay Grade ST

Open: Step 1-10, \$58,368.00 - \$87,552.00 Per Annum

Promotional: Step 1-20, \$58,368.00 - \$123,501.00 Per Annum

REGULAR SALARY:

Pay Grade S (NPS – 14%)

Open: Step 1-10, \$55,495.00 - \$83,243.00 Per Annum

Promotional: Step 1-20, \$55,495.00 - \$117,422.00 Per Annum

DUTY: Twelve (12) Months

MINIMUM EXPERIENCE AND TRAINING:

- (A) Three years of classroom teaching experience in vocational/technical education, three years of educational administrative experience, and graduation from a recognized college or university with a Master's degree in Educational Administration with major course work in vocational/technical education; or
- (B) Any equivalent combination of experience and training beyond the Master's degree which provides the minimum knowledge, abilities and skills.

NOTE: Documents to verify training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

NATURE OF WORK IN THIS CLASS:

This is professional administrative work in administering the vocational/technical education program in the public schools.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Plans, develops, directs, recommends, and implements local and federal vocational/technical education programs.

Coordinates and supervises the curriculum development; the adoption of textbooks; and the selection of instructional materials, supplies, equipment and staff.

Develops guidelines for the implementation of vocational/technical curriculum.

Develops, initiates, evaluates, and monitors innovative projects and experimental programs; develops and tests new instructional materials, and instructional strategies to meet changing needs in vocational/technical education.

Supervises the planning, development and implementation of workshops, seminars, meetings and conferences and in-service training to resource personnel, administrators and teachers.

Interprets district policies and regulations regarding instructional matters.

Prepares and administers program budget and prepares and supervises the preparation of comprehensive reports; participates in screening process for selection of administrative personnel and performs other general administrative functions and requirements.

Coordinates with principals and teacher committees in organizing meetings to effect continuity and articulation of their instructional programs.

Coordinates with other government of Guam departments and agencies including the Guam Community College, and with non governmental establishments in the development and implementation of the vocational/technical program including tourism-related fields in the secondary schools.

Attends meetings related to vocational/technical education and other meetings as required.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices, and theories of pedagogy and curriculum.

Knowledge of vocational/technical curriculum and instruction.

Knowledge of the tourism industry in Guam.

Ability to plan, direct, coordinate and supervise the vocational/technical curriculum programs in the public schools.

Ability to evaluate program objectives effectively and to recommend and implement changes to enhance program effectiveness.

Ability to interpret local and federal laws, rules, regulations, and to develop applicable rules, regulations and procedures.

Ability to prepare and administer program budget and other general administrative functions and requirements.

Ability to provide a wide range of vocational/technical education programs and career options in vocational/technical education fields including occupations in tourism-related fields in the secondary schools.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

EXAMINATION REQUIREMENTS:

A Written test is not required. Applicants will be rated on a scale between 70.000 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

WORK ELIGIBILITY INFORMATION:

Public Law 99-603 (8USU Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the Guam Public School System, Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility in the United States and its territories. Any one or combinations of the following documents may be required.

- | | |
|---------------------------------|-----------------------------------|
| - Certified Birth Certificate | - Government of Guam I.D. Card |
| - U.S. Passport | - Original Social Security Card |
| - Naturalization Card | (not laminated) |
| - "Green Card" (For Immigrants) | - Other proof of work eligibility |

PRE-EMPLOYMENT TUBERCULOSIS TESTING:

All applicants accepting employment with the Guam Public School System are required to submit a Tuberculosis Work Clearance. Upon employment and annually thereafter, employee must submit a Tuberculosis Work Clearance as a condition of continued employment. Expenses for the Tuberculosis Testing must be paid for by the applicant.

PRE-EMPLOYMENT PHYSICAL/MEDICAL EXAMINATION:

All applicants accepting employment with the Guam Public School System must take and pass an entry physical/medical examination as a condition of continued employment. Expenses for the physical/medical examination must be paid for by the applicant.

DRUG SCREENING:

Pursuant to Executive Order No. 95-29 and the Guam Public School System Personnel Rules and Regulations, all applicants selected for appointment in the Guam Public School System, Government of Guam, will be required to undergo Drug Testing as a condition of employment. Expenses for the drug test must be paid for by the selected applicant.

POLICE & COURT CLEARANCES:

Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants **selected** for employment are required to submit Police and Court Clearances (Superior Court of Guam and U.S. District Court of Guam) before commencement of employment.

APPLICATION DEADLINE:

Applications will be accepted daily from 7:00 a.m. to 6:00 p.m., Monday through Friday except holidays.

APPLICATION SUBMISSION:

Interested applicants must submit a **GPSS "Application for Employment"** form to the **GUAM PUBLIC SCHOOL SYSTEM, PERSONNEL SERVICES DIVISION**. Applications can be obtained at our office, located on the 1st floor of the Governor Manuel F.L. Guerrero Building in Hagatna or visit the **Guam Public School System's website at www.gdoe.net**

FOR FURTHER INFORMATION:

Please call 475-0495 through 475-0498 or come by and visit our office.


RAMON T. LIZAMA, Administrator
Personnel Services Division iris